

27 11 1979

MEMORANDUM FOR: All Agency Energy Committee Members
FROM: James H. McDonald
Director of Logistics
SUBJECT: Agency Energy Committee Meeting
16 January 1980

1. I have scheduled a meeting of the Energy Committee for 1:30 p.m., 16 January, in [REDACTED]. We have a number of items to consider, and I would expect to spend the better part of the afternoon discussing these issues and deciding on a course of action to be taken relative to the proposed energy savings ideas.

2. I have attached a copy of our agenda, and have also included the materials you should review in preparation for the meeting. Please contact [REDACTED] of my staff, extension [REDACTED] if you have any questions.

/s/ James H. McDonald

James H. McDonald

Atts.

Distribution:

STATINTL 0 - OC/DD [REDACTED])
1 - ODP/D [REDACTED] /atts)
1 - DDO [REDACTED] atts)
1 - NFAC [REDACTED] atts)
1 - OP/DD [REDACTED] atts)
1 - DDS&T [REDACTED] (w/atts)
1 - EO/DD [REDACTED] atts)
1 - OL/P&PS (Official) [REDACTED] (w/ atts)
1 - OL/P&PS (Chrono) [REDACTED] (w/o atts)
1 - D/L Chrono [REDACTED] (w/o atts)
1 - D/L [REDACTED] (w/atts)
1 - C/LSD/OL [REDACTED] (w/atts)
1 - C/FEB/RECD/OL [REDACTED] (w/atts)
1 - C/HEB/RECD/OL [REDACTED] (w/atts)
1 - OL Files, wo/atts

STATINTL OL/P&PS [REDACTED] (20 Dec 79) OL 9 5267
(retyped/11k (26 Dec 79))
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1/16/79

James H. McDonald

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Distribution:

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1 - DDO (V)	(s)
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1 - OP/DDA	(/atts)
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1 - OL/P&I	(tts)
✓ 1 - OL/P&PS (Chrono)	(w/o atts)
1 - D/L Chrono	(w/o atts)
1 - D/L	(w/atts)
1 - C/LSD/OL	(w/atts)
1 - C/FEB/RECD/OL	(w/atts)
1 - C/HEB/RECD/OL	(w/atts)
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OL/P&PS [redacted] (20 Dec 79)
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4. _____		_____
5.		_____
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	_____

REMARKS

Cassie:

Please attach a copy of all the atts.
to your OL/P+PS official copy.

I'm glad they have time to
retype. All memos we send up.

A

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

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